

CHAPTER 3

DIRECTORATE OF OPERATIONS (O)

3000 DIRECTOR

MISSION: Acts as the principal advisor to the DRMS Commander responsible for execution of the receipt, accountability, storage, and issuance of DoD excess property by providing worldwide oversight and assistance. Assures that activities at the field level are supported in problem resolution efforts. Provides day-to-day guidance and direction to DRMS forward-deployed elements in support of contingency operations.

3100 CHIEF, LOGISTICS DIVISION (OL)

MISSION: Advises the Director, Operations, on the performance and management of field operations. Oversees the execution of disposal support plans for contingency operations and natural disaster relief efforts.

1. Provides centralized administrative support and compiles statistical data for the Directorate.
2. Provides a liaison between DLA and DRMS and Military Service Commands on Base Realignment and Closure (BRAC) matters. Acts as a focal point to ensure that BRAC sites are aware of disposal support provided during drawdown and closure.
3. Administers BRAC closures and relocations. Develops policy and guidance for obtaining and providing support from DoD activities impacted by BRAC. Provides assistance to DRMOs with site specific or general problems and questions concerning BRAC-related problems. Prepares reports and briefings concerning actions and milestones associated with DRMS plans to implement directed requirements and provide status reports to higher headquarters.
4. Conducts analyses of financial, facilities, and personnel cost requirements for BRAC with the cooperation of the responsible Office/Directorate.
5. Represents the Command on BRAC committees, special action meetings, and high-level conferences.

3120 CHIEF, WAREHOUSE OPERATIONS BRANCH (OLA)

RESPONSIBILITIES:

1. Develops warehousing policy and initiatives.

2. Establishes contract surveillance procedures. Analyzes, reports and maintains documentation of Performing Activity (PA) performance and compliance. *NOTE: Performing Activity refers to the government MEO or contractor throughout this document.*
3. Establishes invoice procedures for contracted performance. Receives, reviews, validates, and maintains invoice documentation for each period of performance.
4. Prepares budget data and collaborates with the financial accounting office to provide authorization for acceptance of services and to validate the use of appropriate accounts.
5. Interprets and provides technical guidance to Contracting Officers' Technical Representatives (COTRs) and DRMO Central Chiefs relating to operational/contractual issues.
6. Establishes and maintains a contingency plan for use in the event of PA (MEO or contractor) non-performance or inability to perform due to unavoidable circumstances.
7. Analyzes impact to contract terms as a result of policy/procedural changes. Prepares modifications and associated cost estimates when necessary.
8. Reviews, analyzes and prepares the government response to a PA's request for Equitable Adjustment.
9. Prepares and conducts COTR/PA workshops and summits.
10. Oversees and reports on transition period requirements both at time of award and contract close out.
11. Builds and maintains relationships with the PA to include acting as liaison between DRMS' customers, other contractors, and the PA.
12. Collaborates with Office of Counsel for legal opinions on contract modifications, contract claims, disputes, and operational problems.

3110 CHIEF, FIELD SUPPORT BRANCH (OLF)

RESPONSIBILITIES:

1. Provides oversight, guidance, and technical advice and assistance to field activities regarding all aspects of property management and distribution processes.
2. Oversees the coordination, implementation, direction and alignment of newly developed operational responsibilities, programs and initiatives.
3. Analyzes overall operations to evaluate performance effectiveness and efficiency of field locations. Based on this analysis, advises the Operations Director of operational status and corrective actions initiated to resolve challenges and the implementation of recommended process improvements and their effectiveness.

4. Establishes and manages the performance of multi-functional teams required to provide technical assistance and support to DRMOs and to monitor DRMO operations.
5. Provides temporary DRMO management as required by circumstances.
6. In coordination with the Directorate of Customer Support and Forward Support Teams, provides disposal support to DLA Europe, DLA Pacific, USCINCEUR, USCINCPAC, USCINCENT, and USCINCSO in execution of contingency operations and emergencies.
7. Coordinates directly with DLA OCONUS field operational activities to develop OCONUS contingency disposal policy related to the requirements identified by these activities.
8. Implements and executes policies and procedures for all property disposal activities required by forward deployed elements.

3200 CHIEF, PROPERTY ACCOUNTING DIVISION (OP)

MISSION: Provides oversight and direction for all issues related to the accounting for excess and surplus property on the DRMS accountable record.

3210 CHIEF, DATA INTEGRITY BRANCH (OPD)

RESPONSIBILITIES:

1. Provides functional assistance for property accounting and property distribution systems.
2. Recommends system enhancements, provides training, technical assistance and guidance to DRMOs.
3. Conducts reviews, analyses, and special studies to evaluate property management and distribution programs. Resolves complex problems.
4. Provides functional assistance for the Bar Coding Program.
5. Manages the DRMS Worldwide Financial Liability Investigation of Property Loss (FLIPL) Program. Coordinates incident reports with DRMS-Q.

3220 CHIEF, RECYCLING CONTROL PROCESS BRANCH (OPR)

RESPONSIBILITIES:

1. Manages the DRMS Worldwide Recycling Control Point (RCP) Program.
2. Interacts with DLA Depots on issues related to the acceptance, storage and removal of DRMS property from Depot locations. Conducts inventory reconciliations with the Depots. Responds to request for assistance to resolve Reports of Discrepancy (ROD) for RCP property.

3. Performs property accounting actions related to property received in-place and not otherwise on a DRMO inventory.
4. Monitors the transfer of eligible property to the contractor for sale.

3300 FORWARD SUPPORT TEAMS

MISSION: As focal point for all regional business, plans and implements business operations within a geographical area. Leads all strategic planning efforts that define objectives toward goal accomplishment.

3310 CHIEF, OPERATIONS – CENTRAL (OC)

3320 CHIEF, OPERATIONS – EAST (OE)

3330 CHIEF, OPERATIONS – WEST (OW)

3340 CHIEF, OPERATIONS – ASIA/PACIFIC (OA)

3350 CHIEF, OPERATIONS – EUROPE/SOUTHWEST ASIA (OS)

RESPONSIBILITIES:

1. Analyzes, plans and implements DRMO business operations.
2. Plans and effects efficient and effective use of available resources.
3. Monitors the disposal operations of DRMOs for regulatory compliance and ensures the effective and efficient disposition of assigned property.
4. Ensures the implementation of policy that impacts DRMO operations.

3360 CHIEF, DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

MISSION: As the DLA representative and technical authority on disposal matters within the assigned geographical area, administers property disposal service operations including receipt, control and preparation of disposable property for reutilization, donation, sale or other disposition in support of the Military Services, other federal agencies, contractors and authorized customers. Promotes and assists in the establishment and maintenance of viable, effective precious metals recovery, reutilization, and recyclable materials programs within DRMO's geographical area of responsibility.

Notes:

1. The organizational structure depicted in this section represents the ultimate Central DRMO structure. Changes to the size and configuration of this structure are made to accommodate the smaller DRMOs, which normally result in a single-celled structure.

2. A Satellite is a branch of the Central DRMO with permanently assigned personnel located at a site geographically apart from, but reporting to, the Director of Operations.

3. A Receipt in Place Location (RIPL) is a site that provides disposal services for a DoD installation or U.S. units deployed overseas (contingency operations). Based on workload, a RIPL may have personnel assigned full time, part time, or visit only intermittently. Considering the volume, dollar value, and type of excess personal property, DRMS business decisions are made whether to receive, process, and dispose of property at the RIPL or to transport the property to a Central/Satellite DRMO for further disposition.

RESPONSIBILITIES:

1. Directs and manages the operation of the Central/Satellite DRMO(s). Provides overall guidance and oversight to Satellite DRMOs within the Central DRMO's jurisdiction.
2. Administers the DRMS property accountability program at the DRMO and ensures that accountable records are maintained for all disposable assets within the DRMO.
3. Monitors and maintains the Property Accounting System (currently known as "DAISY"). Makes all required adjustments and corrections to the DRMO inventory and assists all employees with training and technical advice on Property Accounting System functions.
4. Oversees the filing of source documents to maintain an audit trail for the accountability of all disposal property from receipt until final disposition.
5. Participates in the development and maintenance of ISAs, MOAs, or MOUs, as appropriate.
6. Develops, in coordination with the host installation, necessary support requirements to implement Safety, Occupational Health, Fire Prevention Programs, Radiological Protection and Environmental Protection Programs.
7. Determines requirements for, procures, and controls the distribution of expendable/nonexpendable supplies and equipment.
8. Develops, implements and monitors compliance/quality assurance procedures.
9. Maintains control over expenditure of operating funds. Audits and verifies claims for reimbursement of costs.
10. Prepares and submits material for historical reports, news items, and major accomplishments. Monitors personnel awards.
11. Maintains appropriate records of operating equipment issued to the DRMO.
12. Monitors adherence to security regulations.
13. Provides system administration and end-user support.

3361 ENVIRONMENTAL BRANCH (_B)

RESPONSIBILITIES:

1. Performs pre-receiving/receiving functions for the DRMO on all hazardous property. Maintains liaison with and advises the generators on DRMS requirements for identification and packaging. Determines hazardous nature of excess property and assures that property is properly identified and packaged.
2. Maintains cognizance of current and correct hazardous property inventories.
3. Administers compatible storage procedures for hazardous property.
4. Maintains technical control over the DRMO's storage and processing of hazardous materials/waste.
5. Acts as Emergency Spill Coordinator for spills at the DRMO.
6. Provides liaison in matters relating to DLA hazardous property disposal mission.
7. Ensures compliance with DoD/DLA/DRMS directives/instructions and state and federal regulations pertaining to the DLA Hazardous Property Disposal Mission.
8. Acts as the COR for disposal contracts. Prepares delivery orders, certifies the Uniform Hazardous Waste Manifest, and ensures contractor compliance.
9. Initiates environmental reports/plans/records and ensures consistency of plans with host Hazardous Waste Management Plan, Spill Contingency Plan and ISAs.
10. Provides environmental technical guidance to all DRMO personnel.
11. Coordinates environmental policies and directives with host personnel, customers, generating activities and local environmental personnel.

Note: *When this branch has not been authorized for a DRMO that employs an Environmental Specialist, the Environmental Specialist will be assigned to the Office of the Chief and will be responsible for functions 2-11 above. Function No. 1 will be performed by property management personnel, but the Environmental Specialist will monitor the pre-receiving efforts.*

3362 LOGISTICS BRANCH (_O)

RESPONSIBILITIES:

1. Promotes maximum reuse of property through contact with potential customers.
2. Provides supervision and procedural direction for receiving, storing, issuing, scrap, and precious metals recovery operations at the DRMO.

3. Controls/dispatches vehicles, material handling equipment and other motorized equipment required for DRMO operations.
4. Develops and maintains space layout plans.
5. Directs proper receipt and warehouse location input to the DRMS Property Accounting System.
6. Promotes the DoD Precious Metals Recovery Program (PMRP) to DoD activities and other Federal agencies.
7. Evaluates and provides marketing information and/or documents answering questions or freedom of information inquiries received from private individuals/organizations, buyers/potential buyers, or government agencies; including bidder application forms.
8. Conducts market research to analyze commercial local area markets and trends; determines property market values; identifies potential markets, buyers and redistribution methods; develops operating plans; and determines/provides requirements applicable to property being offered for distribution.
9. Resolves, through close coordination with local GSA Area Utilization Officer and GSA Region, any question involving the priority between civil agency redistribution requests and/or donation requests.
10. Maintains a Want List of items required by local customers. Periodically reviews this Want List against assets within the DRMO.
11. Provides escort service for potential customers.
12. Prepares necessary documents to transfer precious metals and donated items to designated activities.
13. Administers the advertising and promotional aspects of DRMO redistribution operations.
14. Evaluates sale requirements and directs disposition of property having no commercial local market value/demand or which cannot cost effectively be sold.
15. Prepares and submits requests to higher authority for approval of proposed negotiated sales.
16. Evaluates and approves/disapproves requests for withdrawal of sale items. Forwards actions exceeding DRMO approval authority DRMS.
17. Collaborates with criminal investigations involving property sold by the DRMO; includes providing documents and information.
18. Prepares property for national sale and reports it to the DRMS point of contact.

19. Performs as COR for National Sales SCOs to monitor/administer national sale contract performance requirements. Provides information to the DRMS point of contact for delivery problems, claims, waivers and disputes and responds as directed by the SCO.
20. Provides marketing technical assistance and guidance to property generators for sale/property removal requirements and establishes generator responsibilities for the sale of property not in physical custody of the DRMO.
21. Collaborates with DoD, Federal, state or local agencies or foreign government's agencies to develop operating plans and requirements for DRMO marketing services, information and/or sale of property including on-site visits and documenting all requirements, terms and conditions for all sales. Coordinates actions beyond DRMO authority with higher authority.
22. Assists in the resolution of sale contract performance problems involving Trade Security Control requirements.
23. Conducts interrogations, through DAISY and the DRMS Web Site, as requested by authorized customers.

3362-1 RECEIVING SECTION (_OR) (where authorized)

RESPONSIBILITIES:

1. Accomplishes receipt, physical inspection and classification of all property except property received as scrap.
2. Receives and processes property in place at the generator's location per the terms and conditions of a MOA between the generator and the DRMO.
3. Inputs property location to the Property Accounting System to clear the suspended records awaiting a warehouse location.
4. Downgrades usable property to scrap according to applicable regulations.
5. Identifies items turned in as to precious metal content, hazardous material or other special handling characteristics.
6. Exercises property acceptance/refusal authority.
7. Maintains liaison with generating activities to establish turn-in schedules.
8. Inputs correct information into the Property Accounting System to establish receipt to DAISY records.

3362-2 WAREHOUSING SECTION (_OW) (where authorized)

RESPONSIBILITIES:

1. Locates, stores, safeguards and issues all property other than operating supplies and equipment as directed.
2. Performs location surveys and physical inventories as required.
3. Develops and maintains space layout plans.
4. Assures property is not removed pending reutilization, recoupment, reclamation, demilitarization or other management action.
5. Maintains a locator system for all property received by the DRMO ensuring proper use of all available storage areas.
6. Prepares and ships property, as appropriate, to centralized demil, demanufacturing, and precious metals recovery sites.

3362-3 SCRAP SECTION (_OS) (where authorized)

RESPONSIBILITIES:

1. Operates scrap yard to include receipt, segregation, and classification.
2. Prepares and ships property as appropriate to centralized demilitarization, demanufacturing, or precious metals recovery sites, when applicable.
3. Stores, safeguards and issues scrap property as directed.
4. Safeguards critical and strategic material and precious metals.
5. Conducts inspections of sanitary landfills and advises generating activities of non-compliance with regulations for segregation and disposal of salable property.
6. Exercises property acceptance/refusal authority.
7. Maintains liaison with generating activities to establish turn-in schedules and proper segregation.
8. Establishes the receipt record of scrap, adjustments to scrap record, abandonment/destruction and other scrap transactions in the DRMS Property Accounting System.

3363 SATELLITE DRMO (organization code varies by site)

RESPONSIBILITIES:

1. Receives, inspects, segregates and classifies all property, including scrap and hazardous property, turned in by generating activities.
2. Receives and processes property in place at the generator's location per the terms and conditions of a MOA between the generator and the DRMO.
3. Challenges or verifies supply condition code and demilitarization requirements on questionable property.
4. Identifies items turned in as to precious metal content, hazardous material, or other special handling characteristics.
5. Prepares and ships property, as appropriate, to centralized demil, demanufacturing, or precious metals recovery sites.
6. Locates, stores, safeguards, and issues all property and scrap as directed (excludes operating supplies and equipment).
7. Ensures proper utilization of available storage areas.
8. Establishes receipt record in the DRMS Property Accounting System (DAISY).
9. Inspects and prepares item descriptions for sales referral property, recommends special terms and conditions of sales, and reports items ready for sale to the Central DRMO.
10. Promotes maximum reutilization of declared excess and surplus property.
11. Provides escort service to potential customers.
12. Controls all vehicles, material handling equipment, and other motorized equipment required by the Satellite and maintains appropriate operating records.
13. Develops and maintains space layout plans.
14. Performs location surveys and physical inventories as required.
15. Safeguards critical and strategic material and precious metals.
16. Conducts inspections of sanitary landfills and advises generating activities of non-compliance with regulations for segregation and disposal of salable property.
17. Verifies claims of reimbursable costs incurred by the Satellite.